

## **Minutes**

**Present:**

Douglas Baker  
Chris Burns  
Dana Cserepes  
David Davidson  
Wade Deisman  
Harj Dhaliwal (Chair)  
Catherine Dubé  
Deborah Dunn  
Claudette Kelly  
Vivian Lee  
Douglas Torrance

**Regrets:**

Mary Androsiuk  
David Atkinson  
Kathleen Bigsby  
Arvinder Bubber  
Geoff Dean  
Robert Finlayson  
Rob Fleming  
Gordon Lee  
Kathy Lylyk  
Judith McGillivray  
Helen Vallee

**Recorder:** Elizabeth Merritt, University Secretariat

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**1. Confirmation of Agenda**

The agenda was confirmed by consensus.

**2. Minutes**

The minutes of October 15, 2009 were approved by consensus subject to the correction that Douglas Torrance was not present at the October meeting.

**3. Chair's Update**

There was no new information.

**4. Budget Update**

Vivian Lee updated the committee on the mid-year and 2010/11 budget process. The mid-year budget will be recommended to the Board of Governors at its November 18, 2009 meeting. There is no new information on the 2010/11 budget.

The committee discussed institutional administrative costs including a determination of how these costs are defined. Post-secondary institutions are required to report their administrative costs to the government with the ministry expectation that these costs be kept down. In 2008/09 Kwantlen reduced administrative costs by 11%.

**Action:**

Vivian Lee will provide the committee with the following information:

- a) a breakdown of administrative costs over the last 5 years
- b) comparison of administrative costs for other institutions
- c) the number of administrative staff relative to the number of FTEs per faculty
- d) the number of senior administrative staff relative to the number of institutional FTEs

**5. Academic Planning & Priorities Update (Wade Deisman)**

Wade Deisman, the Chair of the Senate Standing Committee on Academic Planning and Priorities (SSCAPP), reported on the activities of SSCAPP. The committee is holding a workshop on November 13, 2009 to develop priorities that fit with Kwantlen's Budget Strategic Priorities. The results will be sent to the Senate Budget Committee members and to the November 30 Senate meeting. It was suggested that both committees hold a joint meeting in April 2010 to discuss interaction and communication between the two committees.

**6. Faculty of Library and Student Engagement Services**

Chris Burns, one of the authors of the draft proposal to create a new Faculty of Library and Student Engagement Services provided the background for the proposal and answered questions from the committee. The proposal is on the November 30, 2009 Senate agenda.

At the October 26, 2009 Senate meeting, SSCUB was asked to determine the budget implications of creating a new faculty.

**7. Adjournment**

The meeting adjourned at 10:55 am

**SSC University Budget website:**

<http://www.kwantlen.bc.ca/senate/committees/budget/>